



**Job Title:** Safety Coordinator

**Location:** California

**Post Date:** 4/10/17

**Job description:**

**Rio Farms, LLC** a diversified grower, packer and shipper of a variety of crops that include lettuce, spring mix, spinach, cauliflower, peppers, cabbage, cilantro, celery, and onions. Established in 1979 now maintains diversified operations in Monterey, Fresno, Ventura, and Imperial Counties. Rio Farms, LLC is searching for a self-motivated, personable, Safety Coordinator. The ideal candidate will have a strong work ethic, be detail oriented, and have experience in Ag Safety as well as Food Safety background to contribute to our growing business.

**Job Statement:** The Safety Coordinator is responsible for maintaining and ensuring compliance with all Company, state and OSHA regulations and related labor laws for farm worker safety. Must be able to assist the Safety Manager/Supervisor in the implementation of programs and assist in the management of documentation for identifying and eliminating hazardous conditions affecting employee and community safety. Additional responsibilities include the coordination of employee training programs to increase employee awareness of potential hazards. Assist in the preparation of reports and analyses of site conditions and recommend remedial actions.

**Job Qualifications:**

Candidate should be self-directed and able to complete task with minimal supervision. Some university or college-level education in safety engineering, mechanical engineering, or related field preferred. Certification in any of the above areas a plus, however job experience (safety) in manufacturing and Ag may be considered in lieu of educational criteria. Knowledge and expertise in Safety Compliance laws, procedures and regulations. Strong verbal, written, analytical, and persuasive skills and the ability to interact effectively with all levels of employees and management. Computer literate with good working knowledge of Microsoft Word and Excel. Must be bilingual, English/Spanish. Must pass pre-placement drug screen and background check.

**Primary Essential Duties:**

- Understand and comply with all Cal/OSHA and Federal OSHA Programs, HACCP and GMP requirements and processes.
- Schedule all company trainings as required.
- Data input and maintain spreadsheets for training, tailgates, certifications, fit-testing, medical evaluations.
- Provide new hire orientation.

- Perform and document field audits of all safety programs.
- Organize and perform monthly safety tailgate meetings and other safety-related training, as needed.
- Provide day-to-day administration of safety programs; employee recognition, including food safety trainings, tailgates, safety inspections, organize monthly safety committee meetings.
- Maintain Hazard Communication - MSDS.
- Investigate all accidents and injuries of employees and farm labor staff – including 'near misses.'
- Assist Workers' Comp administrator by obtaining, tracking and organizing employee doctor appointments and return-to-work status for injured employees.
- Coordinate and ensure timely documentation of equipment (mobile units) pre and post-checks.
- Audit emergency equipment and evacuation maps monthly, including mandatory signage.
- Purchase safety-related equipment and maintain inventory.
- Analyze job procedures & job descriptions for safety-related tasks.
- Other duties as assigned by the Safety Supervisor or Manager.

### **Knowledge in:**

1. Industrial hygiene – appropriate PPE
2. Internet
3. OSHA Regulations
4. Training and educating

### **Skills In:**

1. Cognitive behavior and communication skills
2. Behavior modification techniques

### **Ability To:**

1. Train, lead and motivate employees
2. Produce detailed written reports
3. Analyze unsafe conditions, behaviors, and methods of work
4. Bilingual Speak English and Spanish clearly, fluently

### **SAFETY REQUIREMENTS:**

- All employees must be trained and familiar with Agricultural/Industrial Safety Practices Injury and Illness Prevention Program.
- Report any and all spills or leaks of hazardous material to your line lead, supervisor or any manager immediately.
- Report any unsafe conditions or unsafe acts of employees to your supervisor or any manager immediately.
- Comply with all general and safety company policies.

**Physical Requirement:** Continuous use of both hands, including grasping, pulling and pushing. Walking on even and uneven surfaces. Reaching overhead and below the shoulder, twisting, sitting, lifting, bending, walking, stooping, climbing, sight, hearing.

Rio Farms, LLC provides a great working environment, competitive pay packages, health insurance and 401K plans EOE-M/F/D/V.

Please email your resume to: Jennifer Lopez [Jlo@RioFarms.COM](mailto:Jlo@RioFarms.COM)